



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

EANC-GC-FMS

8 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #31 – 19th TSC Government Travel Charge Card Program (GTCCP) Policy

1. References.

- a. Memorandum, DA, VCSA, 20 Oct 2000, subject: Army Individual Travel Card Delinquency.
- b. DOD 7000.14-R, Financial Management Regulation, Volume 9, Sep 2000.
- c. Memorandum, EARM-M-PE, 20 Feb 2001, subject: Final Guidance on implementation of the Travel and Transportation Reform Act (TTRA) of 1998.
- d. Memorandum, SoA, 28 Jan 2003, subject: Army Charge Card Programs (Encl).
- e. E-mail, 175th FINCOM, EAFC-FP, 26 Nov 2002, subject: Got Cash.

2. Applicability. This policy applies to all military and DoD civilian employees utilizing the Government Travel Card (GTC) within the 19th Theater Support Command.

3. Policy. This policy memo provides guidance and procedures for cardholders on the proper way to apply, transfer, and use the GTC. Delinquency and misuse of the GTC, will not be tolerated.

a. The GTC is a government-sponsored card issued to permanently employed government U.S. personnel for paying the expense of official travel only, and emphasis to reduce delinquency rates has been mandated by DA. Commanders/Supervisors will ensure the Unit Agency Program Coordinator (APC) function is adequately staffed to meet travel card program requirements by designating in writing a primary and alternate APC for the day-to-day operations of the Travel Charge Card Program as stated in reference 1a and 1b.

b. Per reference 1c, Commanders/Supervisors at all levels shall determine, which employees within their organization should apply for the GTC. Individuals who travel five or fewer times in a calendar year are considered infrequent travelers and do

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not warrant a GTC, however Commanders have flexibility in deciding who gets a GTC. Others factors known to Commanders/Supervisors, which may indicate problems with an issued GTC should be considered when determining who should apply. To apply for the GTC, personnel should complete the Individually Billed Card Account Setup/Application Form, which is obtained by their unit APCs. There are two types of accounts, standard cards' monthly limit is \$5000, with \$500 available for ATM cash withdrawals per billing cycle, and restricted cards' monthly limit is \$2000, with \$250 available for ATM cash withdrawals per billing cycle. Cardholders are responsible for paying their account in full within 30 days of the billing statement closing date. All personnel will in and out process with the Agency Program Coordinator (APC) to transfer their account. Cardholders in-processing should complete the Cardholder Account Change Form (Part 1). Cardholders Out-processing will provide a copy of their orders to the losing APC.

c. Per reference 1d, use of the travel card for Permanent Change of Station (PCS) expenses is prohibited. The travel card will be deactivated upon departure for travelers who do not have a TDY commitment en-route to their new permanent duty station. For mission deployment to areas where the cardholder will be unable to make payments, use of the card en-route expenses is strongly discouraged. It is critical that departing personnel clear with their unit APC. Unit APCs will review at least 10% of active accounts each month and report apparent instances of card misuse to the cardholders' commander and supervisor. HQ, 19th TSC RM will be responsible to implement the following to the Army Performance Matrix and Goals: NTE 3% of account delinquent; NTE 4.5% of dollars delinquent; and amount of dollars delinquent. Delinquencies of 61 days or more will be reported to the cardholder's Commander (CofS for HQ personnel). This HQ will monitor Region-wide statistics, provide consolidated feedback to Commanders, and assistance to the field as required.

d. Per reference 1e, travel advances for all customers on the peninsula serviced by the 175th FINCOM (or one of their subordinate finance detachments) can receive travel advances upon request, regardless of whether or not the traveler has a Government Travel Card. For more details, you can visit the 175th FINCOM web site at <http://175com.korea.army.mil>.

4. Commanders/Supervisors will emphasize the GTC program by implementing "train-the trainer" sessions annually. This HQ can provide GTC program presentation charts for use in unit training programs.

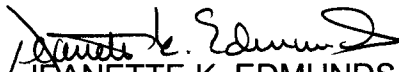
5. SUPERSESSION. This policy memo supersedes 19th TSC policy memo 31, 27 Nov 02.

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6. The point of contact is Resource Management at 768-7701.

Encl



JEANETTE K. EDMUNDS
Major General, USA
Commanding

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A



SECRETARY OF THE ARMY
WASHINGTON

JAN 28 2003



MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Charge Card Programs

Recent congressional hearings and audits identified abuse of Army charge cards, to include: numerous cases of card misuse and potentially fraudulent activity; travel card delinquency; the failure of commanders and supervisors to take disciplinary action; and inadequate command emphasis and oversight.

The travel and purchase card programs provide substantial savings and internal efficiencies to the Army and are crucial to our mission. However, card misuse and delinquency tarnish our reputation as public stewards and leaders; hinder our efforts to obtain congressional funding; and place these two programs in jeopardy. Failure of leadership to take action is unacceptable.

I am directing a series of corrective actions on the travel and purchase card programs (Enclosures 1 and 2, respectively). The Assistant Secretaries for Financial Management and Comptroller and Acquisition, Logistics and Technology will provide detailed guidance.

I hold you accountable for immediate results.

Thomas E. White

Enclosures

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ENCLOSURE

SUBJECT: Army Charge Card Programs

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PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

ARMY TRAVEL CARD PROGRAM CORRECTIVE ACTIONS

The following actions will be taken to resolve travel card misuse and delinquency:

Army Policy Actions: The following Army policies are effective February 1, 2003 and will be used in conjunction with existing DoD travel card policy in the DoD Financial Management Regulation (FMR):

- Commanders/supervisors will ensure the unit Agency Program Coordinator (APC) function is adequately staffed to meet travel card program requirements.
- Unit APCs will review at least ten percent of active accounts each month and report apparent instances of card misuse to the cardholders' commander and supervisor.
- Use of the travel card for Permanent Change of Station (PCS) expenses is prohibited. The travel card will be deactivated upon departure for travelers who do not have a TDY commitment en-route to their new permanent duty station.
- Use of the travel card for en route expenses associated with mission deployments – i.e., from residence to port of debarkation – is not mandatory. For mission deployment to areas where the cardholder will be unable to make payments, use of the card for en route expenses is strongly discouraged.

Army Performance Metrics and Goals:

- Effective with the February 11, 2003 travel card cycle, the Army's primary delinquency measure will be percent of dollars delinquent.
- Army performance metrics and goals will include:
 - Percent of dollars delinquent (goal: not to exceed 4.5 percent).
 - Amount of dollars delinquent.
 - Percent of accounts delinquent (goal: not to exceed 3.0 percent).
 - Number of accounts delinquent.
 - Review by US Army Audit Agency (goal: 100 percent of commands/activities every four years).

Army Senior Leadership Review: Army senior leaders will review monthly performance data on travel card delinquency. Commands/activities that fail to make substantial progress will be asked to report to the Assistant Secretary of the Army (Financial Management and Comptroller) on the corrective actions they will take.